

**Circuit Court for Baltimore
City Court Technologist I**

The Circuit Court for Baltimore City is seeking a dynamic individual for the position of Court Technologist I. The position will assist the Court Reporting Services Office in all duties and responsibilities, including, but not limited to the performance of "best practices" as outlined in the installation and maintenance agreements with CourtSmart, Inc. The incumbent will report to the Chief Court Reporter.

Essential Functions

- Manage and monitor assigned court and hearing rooms in a centralized digital recording control room. This consists of following specific digital recording "best practices" procedures such as checking servers, samplers, verifying recording, check archiver, check for error messages, and ensure quality control.
- Maintain and file media for archival and retrieval.
- Manage counter responsibilities such as handling phone requests for hard-copy transcripts, DVDs, CDs, and VHS tapes as needed; burn DVDs, CDs, and dub videotapes as needed; use computer and/or VHS equipment to locate information within media archives.
- Process and file paperwork, file and retrieve videotapes and other media from archives. Assist Judges, their staff, lawyers, and the general public with information.
- Maintain quality controls by ensuring digital recordings are annotated to the Court's specifications for easy search, archiving, and playback.
- Set up and operate portable digital recording systems on and off-site as needed. Repair or replace microphones, adjust cameras in court and hearing rooms, switch equipment between court, hearing rooms and chambers as necessary.
- Perform other related duties as assigned.

Education, Knowledge and Experience

- A Bachelor's degree or equivalent training and/or experience in court reporting or related computer field.
- Basic knowledge of courtroom proceedings, particularly with regards to the record being made and requirements for transcription of proceedings.
- Mechanical ability to make minor repairs and adjustments to microphones and cameras in court and hearing rooms.
- Computer proficient, troubleshooting and support for multiple software programs, including but not limited to Windows, Microsoft Word, Microsoft Outlook, and CourtSmart software.
- Strong organizational, oral, and written communication skills.
- Demonstrated ability to communicate effectively with the public in person and over the phone.
- Demonstrated ability to work under pressure when required.

This is a full-time contractual position, no benefits. Starting Salary is \$23.23 per hour.

To Apply: Please forward a cover letter and resume by EMAIL ONLY to the attention of Ms. Patricia Trikeriotis, Chief Court Reporter; trish.trikeriotis@mdcourts.gov

Deadline to apply is August 19, 2016.

The Circuit Court for Baltimore City is an Equal Opportunity Employer.